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|  |  | Muhammad Tayyab  **CAF** (continue) |
| Profile A result oriented professional with a strong commitment for excellence in the field of Business Management, Cost Accountancy, & Finance. I have proven work skills in above mentioned areas and my best are Budget Preparation, Financial reporting and application of IFRS. Seeking to work with a dynamic organization. Contact Mobile:  **+92-320-4052779**  WhatsApp:  **+92-320-4052779**  EMAIL:  **mohammadtayyabattari26@gmail.com** personal information Date of Birth: February 03, 1995  Father’s Name: Muhammad Rafique  CNIC # : 35202-9750435-9  Nationality: Pakistani  Marital Status: Single management Skills  * Meeting deadlines while maintaining quality of work performed * Strong interpersonal and communication skills * Use of analytical thinking to correlate things * Team management * Innovation and problem-solving   **Reference**  Will be furnished upon request |  | EDUCATIONThe Institute of Chartered Accountants of Pakistan September 2013 – June 2020  I completed my **PRC** in 1 year. I have also passed 5 out of 9 exams of CAF Level. Govt. College for boys - BISE Lahore September 2010 – September 2012  I passed F. Sc (pre Eng.) from Govt. College for boys with grade A. I stood first in my class and was awarded for academic excellence. WORK EXPERIENCE **ACCOUNTS Manager**  **NM THREAD**  July 2019–Present (4 year 1 month)  I am responsible looking after the whole production facility of NM THREAD. My responsibilities include but not limited to looking after dying process and coordination with dying masters, preparation of monthly cost of goods produced statement, maintaining updated inventory records and looking after dispatch and purchasing department.  **Inventory Manager**  **Lahore Pharma**  January 2018 –June 2019 (1 year 6 months)  I was responsible for maintenance of inventory register, issuance of purchase requisition, issuance of goods received notes, issuance of goods dispatch notes and monthly reconciliation of inventory accounts.  **Accounts Manager**  **ANF Mart**  January 2017 –December 2018 (1 year)  I was responsible for book keeping, data entry, monthly bank reconciliation, monthly inventory reconciliation, monthly financial reports, preparing payment documents by verifying documentation and requesting disbursements. |